



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### **CODIS Standard Operating Procedures Manual Organization and Responsibilities**

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### **3.0 – ORGANIZATION AND RESPONSIBILITIES**

#### **3.1 Organization**

The names of the individuals in these positions are available in the Forensic Biology Unit Organizational Chart

##### **3.1.1 Tennessee Bureau of Investigation Forensic Services Division**

Director

Assistant Director – Forensic Services Division

Forensic Quality Assurance Manager, Statewide

##### **3.1.2 Tennessee Bureau of Investigation Regional Crime Laboratories**

Forensic Biology Unit

###### **3.1.2.1 Nashville Regional Crime Laboratory Supervisor**

DNA Technical Leader, Statewide

Forensic Biology Section Supervisor

State CODIS Administrator, Casework/Database/CODIS  
Supervisor

DNA Analyst

Forensic Technician

###### **3.1.2.2 Knoxville Regional Crime Laboratory Supervisor**

Forensic Biology Section Supervisor

Local CODIS Administrator, Casework

DNA Analyst

Forensic Technician



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3.1.2.3      Memphis Regional Crime Laboratory Supervisor  
                 Forensic Scientist Supervisor  
                 Local CODIS Administrator, Casework  
                 DNA Analyst  
                 Forensic Technician



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### **3.2 Qualifications for a CODIS Administrator**

A CODIS administrator shall be an employee of the laboratory and meet the requirements specified in the most current FBI Quality Assurance Standards (QAS). If the CODIS administrator oversees casework and database duties, the individual shall meet the minimum requirements for casework CODIS administrators. For those administrators appointed or hired before July 1, 2009, supporting documentation may be satisfactory for certain requirements as outlined in the QAS.

#### **3.2.1 Education**

The CODIS administrator shall have a B.A./B.S or advanced degree in biology, chemistry, or a forensic science related field. In addition, an administrator shall possess coursework in biochemistry, genetics, and molecular biology as well as coursework or training that covers statistics and/or population genetics. For administrators appointed on or after July 1, 2009, the coursework requirements shall consist of nine or more cumulative semester or equivalent hours. This is the same requirement as a forensic DNA casework analyst.

#### **3.2.2 Experience**

The CODIS administrator shall be a current or previously qualified casework or database DNA analyst with documented mixture interpretation training.

#### **3.2.3 Training**

Within 6 months of assuming the role of state or local administrator or alternate, the individual shall complete CODIS User online software training offered by the FBI. QAS Auditor training shall be completed within 1 year of assuming the role as administrator.

#### **3.2.4 Continuing Education**

State and local administrators are required to attend the annual CODIS conference. If a state or local administrator is unable to attend, the alternate administrator or their designee will attend. The state CODIS administrator or designee shall also attend the state administrator meeting or notify the NDIS Custodian of the inability to attend and arrange for an alternate attendee.



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3.2.5 An alternate CODIS administrator will be designated to fill in for the CODIS administrator role when he/she is absent. The same training requirements will apply to the alternate CODIS administrator.

### **3.3 Responsibilities**

#### **3.3.1 State CODIS Administrator**

This position may be the same as a local administrator or alternate administrator for the unit. For a sample checklist of state administrator activities, refer to Appendix C.

3.3.1.1 As the central point of contact within the laboratory system, the state administrator oversees the quality of the work entered into LDIS/SDIS and ensures that the QA procedures located in the DNA Quality Assurance Manual are followed. The state administrator will have system administrator rights to the laboratory's CODIS network as well authority over all CODIS sites under their jurisdiction within the state of Tennessee.

3.3.1.2 Monitor activities as related to the daily function of CODIS, which may include but is not limited to: granting appropriate system privileges to users, adding/updating/terminating user information, adding/removing laboratory information, processing LDIS upload information, sending SDIS upload information to NDIS, reviewing reconciliation reports, reviewing matches in accordance with NDIS Operational Procedures, and responding to search requests.

3.3.1.3 Maintain the integrity of the CODIS network, which may include but is not limited to: terminating a laboratory's participation in CODIS in the event of an issue until the reliability of the computer data can be assured, monitoring the quality and eligibility of DNA profiles, maintaining the appropriate CODIS security requirements, updating CODIS Install Manager with any changes to hardware/software configurations, and oversight of the maintenance of the State CODIS server including backup of data for off-site storage.

3.3.1.4 Perform administrative duties as related to the overall function of CODIS, which may include but is not limited to: submitting documentation of the DNA unit's yearly audit to



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the NDIS Custodian, notifying the NDIS Custodian in the event that a CODIS user in their laboratory has been arrested for/convicted of a criminal offense, reviewing CODIS Technical Bulletins/NDIS Operational Procedures, and implementing information if applicable, reporting monthly hit statistics/investigations aided information to NDIS, completing the annual CODIS survey, and completing the Annual Update of Points of Contact for the CODIS Administrator, Alternate CODIS Administrator, Assistant Director of Forensic Services, and Quality Assurance Manager.

- 3.3.1.5 Notify the NDIS Custodian within five business days if any of the following occurs within the system: the laboratory loses accreditation, a laboratory loses the capability to perform DNA analysis, a laboratory has fewer than two full-time DNA analysts, or the DNA Technical Leader position becomes vacant.

#### **3.3.2 Local CODIS Administrator**

The state administrator is responsible for informing/instructing local administrators of their responsibilities for participation in NDIS. For a sample checklist of local administrator activities, refer to Appendix D.

- 3.3.2.1 Monitor activities as related to the daily function of CODIS, which may include but is not limited to: granting appropriate system privileges to users, adding/updating/terminating user information, adding/removing laboratory information, sending LDIS upload information to SDIS, reviewing reconciliation reports, reviewing matches in accordance with NDIS Operational Procedures, and responding to search requests.
- 3.3.2.2 Maintain the integrity of the CODIS network, which may include but is not limited to: termination of a laboratory's participation in CODIS in the event of an issue until the reliability of the computer data can be assured, monitoring the quality and eligibility of DNA profiles, and maintaining the appropriate CODIS security requirements.
- 3.3.2.3 Perform administrative duties as related to the overall function of CODIS, which may include but is not limited to: submitting documentation of the DNA unit's yearly audit to



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the NDIS Custodian, notifying the state administrator in the event that a CODIS user in their laboratory has been arrested for/convicted of a criminal offense, reviewing CODIS Technical Bulletins/NDIS Operational Procedures, and implementing information if applicable, reporting monthly hit statistics/investigations aided information to SDIS, completing the annual CODIS survey, and completing the Annual Update of Points of Contact for the CODIS Administrator, Alternate CODIS Administrator, Assistant Director of Forensic Services, and Quality Assurance Manager.

- 3.3.2.4 Notify the NDIS Custodian within five business days if any of the following occurs within the system: the laboratory loses accreditation, a laboratory loses the capability to perform DNA analysis, a laboratory has fewer than two full-time DNA analysts, or the DNA Technical Leader position becomes vacant.

#### **3.3.3 Vacant CODIS Administrator**

- 3.3.3.1 If the state CODIS administrator position becomes vacant, the DNA Technical Leader or regional supervisor must notify the NDIS Custodian immediately and the position must be filled within two weeks with a qualified analyst that fulfills the requirements set forth in the QAS. No new DNA profiles maybe uploaded to NDIS while the state CODIS administrator position is vacant.
- 3.3.3.2 If a local CODIS administrator position becomes vacant, the regional supervisor or designee must notify the state CODIS administrator within 48 hours and the position must be filled within two weeks with a qualified analyst that fulfills the requirements set forth in the QAS. The state CODIS administrator will inform NDIS of the vacancy and the replacement immediately. No new DNA profiles maybe uploaded to NDIS while the local CODIS administrator position is vacant.
- 3.3.3.3 If a state or local alternate CODIS administrator position becomes vacant, the state CODIS administrator must be informed within 48 hours and the position must be filled



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within two weeks with a qualified analyst that fulfills the requirements set forth in the QAS. The state CODIS administrator will inform NDIS of the vacancy and the replacement immediately.

#### **3.3.4 Qualified DNA Analyst**

In regards to individual responsibility within CODIS, a qualified DNA analyst is responsible for the following: generating DNA profiles, determining whether or not a DNA profile is eligible for entry into LDIS, entering DNA profile(s) from casework into LDIS, notifying the state or local CODIS Administrator of any CODIS related actions, aiding the CODIS match confirmation process by reanalyzing the convicted offender samples, and/or performing statistical calculations for casework as needed.

#### **3.3.5 CODIS Technician**

In regards to individual responsibility within CODIS, a CODIS technician is responsible for the following: receiving/processing convicted offender, arrestee, and sex offender registry samples/paperwork, preparing blood swatches as needed, establishing/maintaining personal contact with Department of Corrections - Board of Probations and Parole, and law enforcement agencies, maintaining all files, DNA collection kits, and supplies, utilizing TOMIS and/or Criminal History to locate necessary information concerning offenders and arrestees, and ensuring compliance with safety rules and regulations within the unit.